

# STATE OF OHIO

## OHIO MILITARY FACILITIES COMMISSION



### Ohio Military and Defense Installations/Entities Infrastructure Improvements Applications and Instructions

Applications Available	Inquiry Period Deadline	Application Deadline	Controlling Board Review	Award Notification
1 Jan 17	1 Feb 17	15 Feb 17 1700 hours	22 May 17	7 Jun 17

For more information:  
<http://ong.ohio.gov/omfc.html>

E-mail:  
OHOMFC@gmail.com

**STATE OF OHIO**  
**OHIO MILITARY FACILITIES COMMISSION**

Dear Applicant,

The Ohio Military Facilities Commission (“Commission”) is pleased to announce its Ohio Military and Defense Installations Infrastructure Improvements Grant Program. In June 2015, Amended Substitute House Bill 64 of the 131<sup>st</sup> General Assembly authorized the creation of the Ohio Military Facilities Commission and created an appropriation of \$5,000,000 in state funding for the purpose of developing and implementing a program to assist military and defense installations and/or defense entities, including but not limited to those facilities operated by the National Aeronautics and Space Administration and the Ohio National Guard in the financing of infrastructure capital improvements on military and defense entities in the state.

Enclosed you will find instructions and information to help you write and submit your proposal. To find out more about this opportunity, including the approved legislation, the financial assistance agreement more, please visit the Ohio Military Facilities Commission website at: <http://ong.ohio.gov/omfc.html>

We look forward to your submittal!

The Ohio Military Facilities Commission

# GRANT APPLICATION INSTRUCTIONS

## A. ELIGIBILITY

Eligible applicants must be an entity who presents an infrastructure capital improvement project(s) on military and defense installations and/or defense entities in the state, including but not limited to those facilities operated by the National Aeronautics and Space Administration and the Ohio National Guard.

Infrastructure capital improvement on military and defense installations and/or defense entities in the state include project(s) involving buildings, utilities, roadways, runways, railways, ramps, gates, fencing and facilities other than buildings, including new construction, renovations, energy conservation measures, security upgrades, site preparation, land acquisition, clearance, demolition, removal, furnishings, equipment, design, engineering and planning studies (RC 5913.12(A)).

If the Applicant does not present an infrastructure capital improvement project(s) on military and defense installations and/or defense entities in the state, including but not limited to those facilities operated by the National Aeronautics and Space Administration and the Ohio National Guard, the application will not be accepted.

## B. INQUIRES

Applicants may make inquiries regarding this application any time during the inquiry period indicated on page 1. To make an inquiry

1. E-mail [OHIOMFC@gmail.com](mailto:OHIOMFC@gmail.com) and include the name of the prospective Applicant (i.e., the installation's name) and the name of the prospective Applicant's representative.
2. Type the inquiry. If the question concerns existing language in the application, please include a page number where the relevant provision can be found.
3. Click the "Send" button.

The Commission will strive to post official responses to all inquiries on the OMFC website within three to five business days. The Commission is not responsible for the accuracy of any information regarding the application that was gathered through a source different from the inquiry process described here. To view inquiries and responses:

1. Access the OMFC website at <http://ong.ohio.gov/OMFC.html>
2. Select "View Application Q&A" to display all inquiries with responses submitted to-date.

## C. CHANGES TO THE APPLICATION

Changes to the application document will be posted by addenda on the OMFC website. It is the Applicant's responsibility to read and be aware of any changes, corrections, updates, or deletions to any information regarding this grant program. To view changes:

1. Access the OMFC website at <http://ong.ohio.gov/OMFC.html>
2. Select "View Application Addenda" to display a list of available addenda
3. Select "Revised Application" to display the application which incorporates all addenda posted to-date.

## **D. APPLICATION SUBMITTAL**

The Applicant must submit a printed and signed original application and three photocopies, including all supplementary documentation, in a sealed envelope properly addressed as indicated below. By signing and submitting the application, the Applicant acknowledges, understands, and agrees to comply with the application requirements and confirms all the instructions and links have been read and understood.

Applications are due no later than the deadline indicated on page 1 at the following location:

**Ohio Military Facilities Commission**  
**Adjutant General's Department**  
2825 West Dublin Granville Road  
Columbus, Ohio 43235-2789  
ATTN: Richard Willinger (DIMR-Z)

The Commission will reject any applications received after the deadline. An Applicant that mails its application must allow adequate mailing time to ensure its timely receipt. Applicants must also allow for potential delays due to building security.

The Commission may reject an application if the Applicant takes exception to any of the requirements of the application, fails to comply with the procedure for participating in the application process, or the Applicant's application fails to meet any requirement of the application.

All grants will be awarded on a competitive basis. The Commission reserves the right to offer grant awards for the entire amount of the application or for a lesser amount at its sole discretion.

All grants must be encumbered/obligated within twenty-four (24) months of Controlling Board approval.

## **E. REVIEW AND EVALUATION**

The evaluation process consists of, but is not limited to, the following steps:

### **1. Initial Review**

Applications will be reviewed for format and completeness. The Commission normally rejects any incomplete applications, although it may waive any defects or allow an Applicant to submit a correction. If the Applicant successfully meets the Applicant Identification and Primary Requirements listed in the application and in the correct format, the Commission will continue to evaluate the application.

### **2. Application Evaluation**

Applications passing the initial review will move on to the evaluation and scoring of the Secondary Criteria by an evaluation committee. The evaluation committee will evaluate and score each Applicant's proposal on how it will improve the facility/installation/entity's competitive position as described in section 2913 of the "Defense Base Closure and Realignment Act of 1990" as outlined in the Evaluation Criteria below. The committee may have portions of the applications reviewed and evaluated by independent third parties or State personnel with technical or professional experience that relates to the grant program. The committee may adopt or reject any recommendations it receives from such reviews and evaluations. The evaluation will result in a point total being calculated for each application. At the sole discretion of the Commission, any application receiving a significant number of zeros in any scored sections may be rejected.

### 3. Evaluation Criteria

The scale below contains the maximum allowable points for each Secondary Criteria category:

Secondary Criteria Categories		Maximum Allowable Points
<b>1. Military Value (Section 2913 (b), Defense Base Closure and Realignment Act of 1990)</b>		30 points
<b>MV1.</b> The current and future mission capabilities and the impact on operational readiness of the total force of the Department of Defense, including the impact on joint warfighting, training and readiness.		
<b>MV2.</b> The availability of and condition of land, facilities, and associated airspace (including training areas suitable for maneuver by ground, naval, or air forces throughout a diversity of climate and terrain areas and staging areas for the use of the Armed Forces in homeland defense missions) at both existing and potential receiving locations.		
<b>MV3.</b> The ability to accommodate contingency, mobilization, surge, and future total force requirements at both existing and potential receiving locations to support operations and training.		
<b>MV4.</b> The cost of operations and the manpower implications.		
<b>2. Other Military Value (Section 2913 (c), Defense Base Closure and Realignment Act of 1990)</b>		10 Points
<b>OMV1.</b> The extent and timing of potential costs and savings, including the number of years, beginning with the date of completion of the closure or realignment, for the savings to exceed the costs.		
<b>OMV2.</b> The economic impact on existing communities in the vicinity of military installations.		
<b>OMV3.</b> The ability of the infrastructure of both existing and potential receiving communities to support forces, missions, and personnel.		
<b>OMV4.</b> The environmental impact, including the impact of costs related to potential environmental restoration, waste management, and environmental compliance activities.		
<b>3. Project Funding Plan</b>		10 Points
<b>4. Cost Estimate and Schedule</b>		10 points
	<b>Total</b>	<b>60 Points</b>

**4. Requests for Clarifications, Supplemental Information, and Site Visits**

The Commission reserves the right to request clarification or additional information on any submitted application, narrative, or supplemental documentation. The Commission may conduct site visits. Site visits will be scheduled at the convenience and discretion of the Commission. The Commission may record or document any site visits.

**5. Waiver of Defects**

The Commission may waive any defects in any application or in the submittal process followed by an Applicant. The Commission will only do so if it believes that it is in the State's interests and will not cause any material unfairness to other Applicants.

**6. Confidential, Proprietary, or Trade Secret Information**

Documents submitted to the Commission within the application packet are public records and will be available for inspection under Section 149.43 of the Ohio Revised Code (ORC) after announcement of the grant awardee(s). Applicants should not voluntarily provide to the Commission any information that the Applicant claims as confidential, proprietary or trade secret and exempt from disclosure under Ohio's open records act (RC 149.03) or another provision of law. Additionally, the Applicant must understand that all applications and other material submitted will become the property of the State of Ohio and may be returned only at the State's discretion. To the extent that the Applicant, as applicable, informs the Commission in writing that any documents provided to the Commission are trade secrets, the Commission shall treat these documents, to the extent permitted by law, as trade secrets of the Applicant, as applicable. This written notification must be included with the Applicant's application packet. Any requests by Applicants for nondisclosure of trade secrets or assertions by the Applicant that information in its application, or the entire application, is a trade secret shall be examined by the Commission to determine the validity of the request or assertion. If the parties do not agree, the Applicant shall be informed in writing by the Commission regarding what portions of the application shall be disclosed. If a dispute arises with any other person about whether that person should be given access to the documents, the Applicant, as applicable, shall indemnify the Commission against all costs, expenses, and damages, including but not limited to attorneys' fees, incurred or paid by reason of that dispute.

## **II. Application Submittal Checklist**

1. \_\_\_\_\_ **Read the entire document, including all website links.**
2. \_\_\_\_\_ **Take advantage of the inquiry period.**  
Questions must be e-mailed to OHIOMFC@gmail.com
3. \_\_\_\_\_ **Complete and submit the application form provided.**
4. \_\_\_\_\_ **Provide complete answers and descriptions.**  
Do not assume the Commission will know what the Applicant's capabilities are.
5. \_\_\_\_\_ **Check the OMFC website for application addenda.**  
It is the responsibility of the Applicant to be aware of additional information posted on the Web and to sign and submit the most up-to-date version of the application.
6. \_\_\_\_\_ **Review and read the application document again to make sure that you have addressed all requirements.**  
Applicant's signed original and copies must be identical and complete. The copies are provided to the evaluation committee members and used to score the response.
7. \_\_\_\_\_ **Applications must be signed, sealed, and submitted on time.**  
Late applications are never accepted. Make sure the response is labeled on the exterior of the envelope or package with the appropriate address information listed on page 4.

### III. Grant Application

#### A. APPLICANT IDENTIFICATION

<b>Date of Submittal:</b>	
<b>Applicant Name:</b>	
<b>Name/Location of Facility/Installation/Entity:</b>	
<b>Applicant's Contact Information (Authorized Representative)</b>	<b>General Contact Information (if different):</b>
<b>Name:</b>	<b>Name:</b>
<b>Title:</b>	<b>Title:</b>
<b>Mailing Address:</b>	<b>Mailing Address:</b>
<b>E-Mail Address:</b>	<b>E-Mail Address:</b>
<b>Phone:</b>	<b>Phone:</b>
<b>County:</b>	<b>County:</b>
<b>Signature of Applicant (Authorized Representative)</b>	<b>Date:</b>

**B. PRIMARY GRANT CRITERIA (3 questions)**

Where indicated, please click to enter text (additional narrative) and attach supporting documentation to this submission. The Commission wants clear and concise applications. Please refrain from including extraneous information that is not relevant to the questions being asked.

**P1. Identify the Applicant’s eligibility type, project type and scope type by selecting the appropriate options:**

<b>APPLICANT’S ELIGIBILITY TYPE</b>	
Military Installation – Active duty Army	
Military Installation – Active duty Air	
Military Installation – Active duty Joint Base	
Military Installation – United States Army Reserve	
Military Installation – United States Air Force Reserve	
Ohio National Guard	
Department of Defense Entity (Name)	
National Aeronautics and Space Administration (NASA)	
Other (Please state name of applicant and specify the location of the infrastructure capital improvement project(s) on the military and defense installation and/or defense entity in the state, including but not limited to those facilities operated by the NASA and the Ohio National Guard.	
<b>PROJECT TYPE (RC 5913.12(A))</b>	
Building	
Utilities	
Roadways	
Runways	
Railway	
Ramps	
Gates	
Fencing	
Facilities other than buildings	
Other infrastructure improvements (Please specify)	

<b>SCOPE TYPE (RC 5913.12(A))</b>	
New Construction	
Renovations/Improvements	
Energy conservation measures	
Security upgrades	
Site preparation	
Land acquisition	
Clearance	
Demolition	
Removal	
Furnishings	
Equipment	
Design	
Engineering and planning studies	
Other (Please specify)	

**P2. Supply the following information for the proposed project:**

Installation/Entity Name:
Street Address:
City:
Zip Code:
County:

**P3. Has the Applicant secured the project funding necessary to support the project?  
Y/N.**

YES	NO
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**<< End of Primary Criteria >**

**B. SECONDARY GRANT CRITERIA (4 questions, 60 points total)**

Where indicated, please click to enter text (additional narrative) and/or attach supporting documentation to this submission. Each Secondary Criteria question provides guidance to assist Applicants in providing appropriate responses and supplemental documentation. Information submitted for each question will be evaluated according to the scoring criteria listed on page 4 of the grant application. The Commission wants clear and concise applications. Please refrain from including extraneous information that is not relevant to the questions being asked.

**S1. Describe how the project will improve one or more of the military value criteria for the facility/installation/entity as described in section 2913(b) of the “Defense Base Closure and Realignment Act of 1990”(30 points).** *A desirable response must include sufficient detail to directly tie the project to one or more of the military values listed below. Please identify specific military value(s) criteria in your response and how the proposed project will improve the competitive position for the facility/ entity’s military value.*

<b>Military Values (Section 2913 (b), Defense Base Closure and Realignment Act of 1990)</b>	
<b>MV1.</b>	The current and future mission capabilities and the impact on operational readiness of the total force of the Department of Defense, including the impact on joint warfighting, training and readiness.
<b>MV2.</b>	The availability of and condition of land, facilities, and associated airspace (including training areas suitable for maneuver by ground, naval, or air forces throughout a diversity of climate and terrain areas and staging areas for the use of the Armed Forces in homeland defense missions) at both existing and potential receiving locations.
<b>MV3.</b>	The ability to accommodate contingency, mobilization, surge, and future total force requirements at both existing and potential receiving locations to support operations and training
<b>MV4.</b>	The cost of operations and the manpower implications

**S2. Describe how the project will improve one or more of the other military value criteria for the facility/installation/entity as described in section 2913(c) of the “Defense Base Closure and Realignment Act of 1990”(10 points). A desirable response must include sufficient detail to directly tie the project to one or more of the other military values listed below. Please identify the other specific military value(s) criteria in your response and how the proposed project will improve the competitive position for the facility/entity’s military value.**

**Other Military Value (Section 2913 (c), Defense Base Closure and Realignment Act of 1990))**

**OMV1.** The extent and timing of potential costs and savings, including the number years, beginning with the date of completion of the closure or realignment, for the savings to exceed the costs.

**OMV2.** The economic impact on existing communities in the vicinity of military installations.

**OMV3.** The ability of the infrastructure of both existing and potential receiving communities to support forces, missions, and personnel.

**OMV4.** The environmental impact, including the impact of costs related to potential environmental restoration, waste management, and environmental compliance activities.

**S3. Describe your project(s) funding plan in the format provided below to indicate sources of funds and local and federal matching resources. Please substantiate (describe) the sources indicated. (10 points) A desirable response would indicate secure, stable local and/or federal funding sources dedicated to the proposed project.**

<b>Project(s) Funding Plan and Local/Federal Matching Sources</b>		
<b>Sources</b>	<b>Amount</b>	<b>Substantiation</b>
<b>State Sources</b>		
State Funding requested	\$	
<b>Subtotal State Sources</b>	<b>\$</b>	
<b>Matching Sources</b>		
Federal	\$	
Other State government	\$	
Confirmed grants	\$	
Other non-State government	\$	
Local	\$	
Other	\$	
<b>Subtotal Matching Sources</b>	<b>\$</b>	
<b>Total Funding Plan (State + Matching Sources)</b>	<b>\$</b>	

**S4. Attach the project cost estimate. (10 points) A desirable response may include:**

- Cost estimate in sufficient detail to determine major material and labor elements of proposed project, including contingencies
- Schedule in sufficient detail to determine construction start, finish, major milestones, and critical path
- Basis for which the cost estimated was determined.

**<< End of Grant Application >>**